

HOLIDAY CLUBS ADMISSIONS POLICY

Holiday clubs are a specialist provision created to support children with special needs and disabilities who are unable to access mainstream provision. It is a specialist service. We are committed to providing a fair and open admission system with organised booking processes which are worked with deadlines to ensure that parent/carers are supported in the admissions process. We support the admission of children referred from both social workers and health workers as well as self pay children from Worcestershire.

Age Range

- Children should be aged 4 – 11 years of age.

Specifications

- Children should have special or additional needs and/or disabilities. Children with special needs and/or disabilities from all cultural, ethnic, religious and social groups are welcome.
- Children attending our clubs must be assessed as suitable by:
(Referred children from children's Social Care) a social worker
(Referred children from Health Services) a health worker
(Self Pay children from Worcestershire) must attend a special school in the county

Referral procedures

- Referrals can be made from professionals involved with the child and family/carers.
- Referrals will be made from social workers once a year, having been assessed as needing a holiday club and these referrals will be sent via the database to the School Business Manager.
- Referrals will be made from Health Services via health workers who must complete a referral form for a child's place at the club.
- Visits to the family/carer and child by the Playleader/Deputy prior to the club may be undertaken to ensure that the placement is suitable for the child, or whether a different type of provision would be more appropriate. Where necessary support will be given to find alternative provision. Every new child not attending the school will be visited to ensure all the child's needs are met.
- Information in the child's 'Passport to Play' will be sought from the parent/carer to ensure that the child's needs are well met and with agreement, other professional advice will be sought to ensure the safety of the child at the scheme. It is the parent/carer's responsibility to update this information if necessary. No child will be allowed to stay at the club without a completed and signed 'Passport to Play' delivered to the Playleader prior to the club starting.

Costs of Clubs

- Appropriate fees must be met by the family/carer. Fees cannot be waived but families can apply for assistance from the Pupil Premium Grant.
- Fees must be paid on booking, prior to the child attending the club.
- Fees paid for any days that the child does not attend will not be refunded unless a period of two weeks' notice is given. This gives time for the place to be reallocated.
- Fees will differ depending on whether children are referred from Social workers, health workers or self pay referrals.

Booking forms

- Each child will need to complete a booking form and send it back before each deadline given.
- This booking form will detail the child's availability and places will be allocated depending on the information given in this.

Policy for Children Cancelling Sessions

Parent/carers may on occasion cancel sessions on the morning their child is due to attend. This may be due to sickness or unforeseen circumstances. On these occasions we will only reimburse payments made if we are able to fill the place with another child.

If this does happen please follow the following procedure:

- The booking form will indicate whether a child would like more sessions, if they were available.
- The Playleader will contact these families to offer the session to them. This will be done fairly, and in rotation.
- The space will be allocated, where possible, to a child with the same staff to child ratio as the child who has cancelled, or if for example a one to one child has cancelled, to 2 one to two children.
- The parent/carer must bring the fee *on that day* when they drop their child off. (The School Business Manager will be informed of the additional session).

If it is not possible to fill the space with a child, the Playleader may ask a member of staff to go home and not work that day. They will ensure that staff members sent home are done so on a rotational basis, so that the same member of staff is not sent home regularly.

We will ensure that:

- The existence of the holiday clubs is widely known in all local communities and through the Family Information Service
- We liaise closely with Children's Social Care and Health to offer places to those children referred of a high priority.
- We liaise closely with other play settings offering sessions at the same time to ensure we are working together and they are able to offer places for any children wishing to attend other clubs instead of ours.
- We discuss any changes to the fees with staff and parents and changes will be kept in line with other specialist playschemes offering a similar service. Parents will be given a months notice of any changes.
- We will be flexible about attendance patterns to accommodate the needs of individual children and families ensuring that every child is allocated up to eight sessions where they require this many, and where we have places.
- Any spare places will be allocated equally between any families wishing for any extra sessions.
- When booking places at the club, consideration is given to the accommodation to ensure that we can provide for the child's individual needs.
- All efforts will be made to accommodate every child interested in accessing our clubs. Children referred from social workers or health workers will take priority.
- Parents will be asked to complete all forms themselves and they must sign all consent forms.